

City of Blue Lake  
City Council  
Skinner Store – 111 Greenwood Ave., Blue Lake, CA  
January 14, 2017  
WORKSHOP MINUTES

The meeting was called to order at 11:03 a.m.

Current Councilmembers Present: Adelene Jones, John Sawatzky, Jean Lynch, Summer Daugherty, Bobbi Ricca

Staff Present: City Manager Amanda Mager, City Clerk April Sousa

**Motion to Approve the Agenda**

Councilmember Ricca *motioned to approve the agenda as stated*. Councilmember Daugherty seconded. The motion carried unanimously.

**Review of City Council Protocol Manual**

The protocol manual was discussed. Direction was given to the City Manager that only one report monthly was needed. The meeting schedule was discussed. Council consensus was that the second meeting of the month could be cancelled if there was nothing pressing or nothing needed to be set on the agenda. It was also noted that the second meeting of the month could be used for work sessions or single issue meetings.

**2016-2017 Fiscal Year Budget Review**

Council reviewed the budget with the City Manager. Clarifying questions were asked of possible extra income, health insurance costs, contractual services and economic development. It was noted that the budget only factored in one full quarter payment from Blue Lake Power, and to date, Blue Lake power has paid two quarter payments.

**Council Stipend Review**

The City Clerk passed out a spreadsheet with data from similar size cities of California regarding size of the city, Council meeting frequency, and Council compensation. After discussion, Council chose not to look into changing the Council compensation at this time.

**Discussion and Review of the Blue Lake Strategic Plan**

Areas of the Strategic plan were discussed. It was noted that part of the Work Plans for each commission could consist of a Strategic Plan update to be brought back to the Council. Council consensus was that the strategic plan was already direction to City staff, primarily the City Manager, to complete, and that the City Manager did not need to seek out other direction from Council to complete Strategic Plan tasks, but to keep the Council updated. Council also asked for Community Services and infrastructure areas of the Strategic Plan needing updating by City staff.

**Overview of City Projects and City Manager's Report**

It was already discussed that the City Manager's report need only be presented once a month, unless something big comes up that needs to be reported. Council asked if the Sheriff statistical reports could be added to the reports in packets.

**Staff Recommendations for Council Meetings and Workplace Efficiency**

Council asked the City Manager and City Clerk what would make the workplace and Council meetings run more efficiently. It was decided that general housekeeping type items, including resolutions, could be placed on the Consent agenda.

**Council Commissions Development of Work Plans**

Council discussed developing work plans with the Public Safety Commission, Parks and Recreation Commission and the new Economic Development Commission. It was noted this could happen during a second meeting of the month. It was also noted that the Ordinance for the Public Safety Commission needs to be updated, and that during the discussion with this commission, Council could look at how to update the ordinance, including membership of the commission.

**Adjourn**

Councilmember Ricca *motioned to adjourn*. Councilmember Sawatzky seconded. The motion carried unanimously. The work session ended at 2:07 p.m.